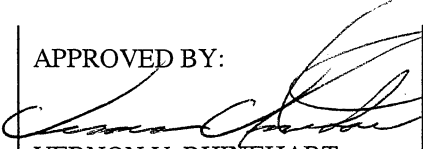


<input checked="" type="checkbox"/>	R/W MANUAL CHANGE (1993 Edition)
<input type="checkbox"/>	PROCEDURAL HANDBOOK (1984 Edition)

RWMC- 139

RWPH-____-____-____
TRANSMITTAL#____

TITLE: CONDEMNATION	APPROVED BY:  VERNON V. RHINEHART	DATE ISSUED: MAY 17 2004 Page 1 of 1
SUBJECT AREA: CHAPTER 9 - CONDEMNATION	ISSUING UNIT: OFFICE OF RIGHT OF WAY PROJECT DELIVERY	
SUMMARY OF CHANGES: Revises CEFS Form RW 9-20 and Forms Table of Contents.		

PURPOSE

The May 2004 CEFS Form RW 9-20 corrects a problem with some of the fields on the previous version. The instructions were also revised.

This manual change is to issue the corrected version of the form as well as to make minor corrections to the Forms Table of Contents.

EFFECTIVE DATE

Immediately.

MANUAL IMPACT

- Remove the superseded pages and insert the attached pages in the Manual.
- Record the action on the Revision Record.

REVISION SUMMARY

<u>Chapter</u>	<u>Remove Old Pages</u>	<u>Insert New/Revised Pages</u>
	Remove the following in its entirety:	Replace with the following in its entirety:
9 - Forms	Table of Contents (Rev. 12/95) RW 9-20 (REV 3/2003)	Table of Contents (REV 5/2004) RW 9-20 (REV 5/2004)

CHAPTER 9

Condemnation

Table of Contents

FORMS

<u>Form No.</u>	<u>Title</u>
RW 9-1	Notice of Intent to Adopt Resolution of Necessity
RW 9-2	Letter to Accompany Notice of Intent
RW 9-3	DORW Notice to Person(s) Requesting Appearance before the CTC
RW 9-4	DORW Notice to the District to Conduct a First Level Review
RW 9-5	District Notice to Owner of First Level Review
RW 9-6	DORW Notice to Owner of Second Level Review
RW 9-7	DORW Notice of CTC Appearance Schedule
RW 9-8	Resolution of Necessity Request
RW 9-9	Consent to Substitute Condemnation
RW 9-10	Substitute Condemnation for Private Utility Service or Access Road
RW 9-11	Consent to Condemnation of Excess Lands
RW 9-12	Consent to Acquisition of and Easement to Remove Improvements Straddling the Right of Way Line
RW 9-13	Proof of Service
RW 9-14	Declaration of Mailing (Summons)
RW 9-15	Declaration of Mailing (Notice of Intent)
RW 9-16	Acknowledgement of Receipt of Summons and Complaint
RW 9-17	Application for Fee Appraiser
RW 9-18	Independent Expert Claim
RW 9-19	Request for Transfer of Funds
RW 9-20	Condemnation Check Request - Invoice
RW 9-21	Release of Condemnation Deposit

CONDEMNATION CHECK REQUEST - INVOICE

RW 9-20 (REV 5/2004)

DATE:**TO:** Right of Way Accounting Section**FROM:** Right Of Way - District # _____

Federal Project # _____

FEDERAL PARTICIPATION

On the project ☐ YES ☐ NO
 On the parcel ☐ YES ☐ NO

Dist	County	Route	PM/KP	EA	Sub Job	Parcel No.

People vs. _____

SCC No. _____

Payment for:

- ☐ Judgment
☐ Partial Judgment
☐ Interest
☐ Mediation Cost
☐ Other _____

WARRANT/CHECK TO BE MADE PAYABLE TO:

Judgment \$ _____

CDF Withdrawal(s)* _____

Land Exchange Value* _____

Interest, attach Interest Calculation Sheet _____

Legal Fees, attach Invoice or Receipt _____

Court Cost _____

Other _____

CHECK AMOUNT
 *Input a negative amount

Total _____

PROPERTY ADDRESS OF PARCEL

ADDRESS _____

CITY _____ STATE _____

ZIP _____

(If one or more parcel, put addresses in explanation section)

REQUIRED CLAIM SCHEDULE DOCUMENTS

- ☐ Condemnation Check Request - Invoice (RW 9-20) + 1 Copy
☐ Federal Participation Memorandum (RW 8-16) + 1 Copy
☐ Certified copy of Condemnation Judgment + 1 Copy
☐ Interest Calculation Worksheet + 1 Copy
☐ Invoice or Receipt for Other Costs + 1 Copy, if applicable
☐ Payee Data Record (STD 204), if not already on file

PRIOR PAYMENTS ON CONDEMNATION PAID ON:

Schedule(s) # _____

FOR ISSUING CHECKS
☐ Forward to District Cashier, By: _____
 Date

Attn: _____

☐ Mail to payee by : _____
 Date

 Explanation: _____

Requested by:

Sign: >

Date:

Senior Right of Way Agent

CERTIFICATION OF FUNDS

I hereby certify that budgeted funds are available for the period and purpose of the expenditure shown here.

Item: _____ Chapter: _____ Statute: _____ FFY: _____

Sign: >

Date:

Right of Way Accounting

INSTRUCTIONS FOR COMPLETING THE CONDEMNATION CHECK REQUEST - INVOICE (RW 9-20)

The RW 9-20 form is completed after court judgments are issued. The RW 9-20 then becomes part of a payment package described under the REQUIRED CLAIM SCHEDULE DOCUMENTS section for the form. A complete payment package will ensure prompt processing of the warrant through the State Controllers Office.

Two sections complete the form: Right of Way Condemnation and Right of Way Accounting.

Right of Way Condemnation Agent completes the following fields:

- Date the payment package is initiated.
- Field Office or District number
- Federal Project Number and Federal Participation on the project/parcel
- District, County, Route, Post Mile (PM)/ Kilometer Post (KP), Expenditure Authorization (EA), Subjob, and Parcel Number (Formula for PM = $0.6214 \times \text{KP}$) (Formula for KP = $1.6093 \times \text{PM}$)
- Name of the case
- Superior Court Case Number (SCC No.)
- Check appropriate box for Judgment, Partial Judgment, Interest, Mediation Cost, or Other.
- Name and address as shown on the STD 204 - Payee Data Record form.
- Expenses (Judgment, CDF Withdrawal(s), Land Exchange Value, Interest, Legal Fees, Court Cost, and Other) - Input a negative amount for CDF withdrawal(s) and Land Exchange Value.
- Total of all appropriate costs in CHECK AMOUNT.
- Always complete the PROPERTY ADDRESS OF PARCEL. This information is needed to complete the informational IRS FORM 1099-S: Proceeds from Real Estate Transactions. Additional information or parcel addresses may be added here.
- REQUIRED CLAIM SCHEDULE DOCUMENTS assists in preparing the payment package.
- PRIOR PAYMENTS ON CONDEMNATION PAID ON: If prior payments have been made from the deposit, complete this section.
- FOR ISSUING CHECKS: Mark the box that indicates where the check should be mailed. The District Cashier will receive the check by the indicated date. R/W Accounting or the State Controller will place the warrant/check in the mail by the indicated date. Therefore, calculate in 5 days of additional interest for mail delivery to the payee.
- Condemnation Senior will sign and date.

Division of Accounting - R/W Accounting completes the following fields:

- Shaded area of coding box.
- Accounting will sign and date in Certification of Funds box indicating that the R/W Accounting Liaison has confirmed through EAS/COMS or TRAMS that the EA is masterfiled and that funding is available.